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From: Gagnon, Kenneth (POL)
Sent: Monday, July 09, 2012 9:25 AM
To: Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tran, Mai (DPH)
Cc: O'Brien, Elisabeth (DPH); Vallaro, Guy (POL)
Subject: Weekly report
Attachments: weekly report.xls

Hello,

Attached is a blank copy of a Weekly Summary Report.
It includes a summary of samples assigned, completed and in your backlog. Additionally it includes a summary of time out of the lab and overtime worked and a place for your name.
Please fill this out each week and email a copy to Chuck and me at the end of each week going forward.
Any questions please let me know.

Thanks

Ken